

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS
SPECIFICATION NO. 07-066**

The City of Lincoln, Nebraska intends to purchase and invites you to submit a sealed bid for :

**TURF MOWING
LINCOLN WATER SYSTEM, ASHLAND TREATMENT FACILITY**

Sealed bids will be received by City of Lincoln, Nebraska on or before **12:00 noon Wednesday, February 28, 2007**, in the office of the Purchasing Agent, **"K" Street Complex (SW Wing), Suite 200, 440 So. 8th Street**, Lincoln, NE 68508. Bids will be publicly opened and read aloud in the First Floor Conference Room at the "K" Street Complex.

Bid specification may be downloaded from the City's website at www.lincoln.ne.gov Keyword: Bid, select current year, select bid specification. Prospective submitters must monitor the bid listing for any addendums.

A pre-bid conference is scheduled for **Friday, February 16, 2007, beginning at 1:30 p.m.**, at the Lincoln Water System Treatment Facility Administration Building, 401 Highway 6, Ashland, Nebraska. All interested bidders are urged to attend.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above. Late bid will not be considered.

COMPANY NAME _____

**PROPOSAL
SPECIFICATION NO.07-066**

**BID OPENING TIME: 12:00 NOON
DATE: Wednesday, February 28, 2007**

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

ADDENDA RECEIPT: The receipt of addenda to the specifications numbers ____ through ____ are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from obligations specified in the bid request. all addenda shall become part of the final contract document.

TURF MOWING AT LINCOLN WATER SYSTEM TREATMENT FACILITIES, ASHLAND, NEBRASKA

BIDDING SCHEDULE

<u>ITEM</u>	<u>SERVICE DESCRIPTION</u>	<u>COST PER SERVICE</u>	<u>TOTAL</u>
1.	Cost per mowing and trimming based on 26 estimated annual mowings.	\$ _____	\$ _____ (26 x Cost per Service)

NO BID SECURITY REQUIRED

Contract Extension Renewal is an option: Yes ____ No ____

COMPANY REPRESENTATIVE responsible for the administration of this Agreement:

NAME: _____
TITLE: _____
PHONE NO. _____

AFFIRMATIVE ACTION PROGRAM: Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16). The Equal Opportunity Officer will determine compliance or non-compliance, upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

**NOTE: RETURN 2 COMPLETE COPIES OF BID OFFER AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS: SEALED BID FOR SPEC. NO. 07-066, AS WELL AS THE
COMPANY NAME AND ADDRESS.**

The undersigned signatory of the bidder represents and warrants that he has full and complete authority to submit this offer to City of Lincoln, and to enter into a contract if this offer is accepted.

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE No. FAX No.

(Date)

E-MAIL ADDRESS

ESTIMATED DELIVERY DAYS

Bids may be inspected in the Purchasing Division during normal business hours after tabulation and review by a Purchasing Agent. Bid tabulations can be viewed on our website at: lincoln.ne.gov Keyword: **Bid** The Intent to Award will be listed on the website when a recommendation is received from the Department.

**Specifications for
Turf Mowing
Lincoln Water System, Ashland Treatment Facility**

1.0 SCOPE

- 1.1 The City of Lincoln Water System desires to contract services for turf mowing at the Water Treatment Facility located in Ashland, Nebraska.
- 1.2 The term of the agreement shall be for the 2007 season, with options to renew for two (2) additional one year terms at the prices being bid.
 - 1.2.1 The Ashland Water Treatment Facility location will begin the mowing season on May 1 through October 30, 2007 for a total of 26 weekly mowings.
- 1.3 The attached sample agreement and location maps serve as specifications and describes the obligations of the City and Contractor.
- 1.4 Potential bidders are encouraged to attend a pre-bid conference and scheduled site visitation to familiarize themselves with the work, the arrangement, and layout of the treatment facilities, determined exact square footage and the particularities of the operation.

2.0 AGREEMENT AND INSURANCE REQUIREMENTS

- 2.1 Within fourteen (14) calendar days after the award of bid(s), the Contractor(s) must execute a written agreement between the Contractor and City.
- 2.2 Also within such time period, the Contractor shall furnish with the agreement a certificate of insurance provide general liability insurance in the amounts of \$1,000,000 combined single limit for property damage and personal injury.
 - 2.2.1 All certificates of insurance shall be filed with the City on the standard Accord Certificate Of Insurance form, showing the City as a named additional insured as pertains to the performance of this agreement.
 - 2.2.2 Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the City thirty (30) days notice of cancellation, non-renewal or any material reduction of insurance coverage.
 - 2.2.3 The insurance policy shall insure the City from any demands, claims, causes of action at law or in equity resulting from performance of this agreement.
 - 2.2.4 The Contractor shall provide Worker's Compensation Insurance for any employees of the contractor who perform any work under this agreement.
 - 2.2.5 Contractor shall provide the City with certification of such insurance subject to the approval by the City Attorney.

3.0 BIDDING PROCEDURE

- 3.1 Bidders are encouraged to attend a **pre-bid conference** and site visitation scheduled for Friday, **February 16, 2007 at 1:30 p.m.** located at the Lincoln Water System Treatment Facility Administration Building, 109 East Highway 6 in Ashland, Nebraska.
 - 3.1.1 Maps will be available for viewing only at this time.
 - 3.1.2 This will be the **ONLY** time Vendors will be allowed a supervised walk through of the proposed mowing areas.
- 3.2 The contact person for all questions regarding this bid must be submitted via e-mail to Tom Kopplin, Assistant Purchasing Agent, tkopplin@lincoln.ne.gov no later than five (5) days before the bid opening date.
 - 3.2.1 All relevant questions will be addressed by addendum on the City web-site.

Service Agreement
Turf Mowing for the Ashland water Treatment Facility

This agreement, made this _____ day of _____ 2007 by and between _____, hereinafter referred to as Contractor, and the **City of Lincoln, Nebraska**, a body corporate and public, hereinafter referred to as City.

Whereas, the city has full responsibility and control over treatment facilities grounds, building structures, streets and all matters pertaining thereto; and

Whereas, from time to time the City's resources are insufficient to accomplish mowing to turf areas in a timely manner or when it is not an efficient use of city staff, it is then necessary to acquire additional resources for the purpose of maintaining turf.

Whereas, it is the purpose of this agreement to provide for the contractor to perform such maintenance service for the City.

NOW, THEREFORE, WITNESSETH, that:

- 1.0 The contractor hereby agrees to perform turf mowing at the **Ashland Water Treatment Facility** as herein set forth during the 2007 mowing season between May 1, 2007 and October 30, 2007.
- 2.0 The agreement may, by mutual consent, be renewed for two (2) additional one year terms at the prices indicated below.
- 3.0 Turf areas requiring mowing height applications include a collective area within the treatment facility.
 - 3.1 Estimated Square footage of the Ashland Treatment Facility- 12 acres.
- 4.0 Work shall involve approximately 26 (weekly) mowing during the term of this agreement.
 - 4.1 All work shall be coordinated with the facility Assistant Superintendent of Maintenance or thier designated representative.
 - 4.2 The period of time between mowing is intended to be weekly, but may vary during the mowing season due to weather conditions.
 - 4.2.1 Contractor shall contact the facility Assistant Superintendent of Maintenance for mowing schedule adjustments during extended periods of inclement weather.
 - 4.3 Each mowing shall be performed between the hours of 7:00 am and 7:00 pm, during a two (2) consecutive day period.
 - 4.4 Mowing height guidelines
 - 4.4.1 All grasses mowed at 3" weekly or as needed.
 - 4.5 All obstacles shall be string trimmed on the same day that mowing is performed.
 - 4.5.1 String trimmed areas shall not exceed the established mowing height.
 - 4.5.2 Trimming shall be performed around trees, shrubs, light posts, sign posts, curbs, and treatment facility structures.
 - 4.5.3 Contractors shall take caution as not damage trees , shrubs, and other structures.

4.6 Grass clippings shall be evenly dispersed so that they are not left in wind rows.

4.6.1 Grass shall not be blown into the street or onto sidewalks.

4.6.2 Prior to mowing, the Contractor must remove litter from the areas to be mowed.

5.0 Equipment used in the performance of this agreement shall be furnished by the Contractor.

5.1 The following is a list of Contractor's equipment to be utilized.

5.1.1 Mowers: _____

5.1.2 Trimmers: _____

5.1.3 Transport Equipment: _____

5.2 All equipment must be well maintained and in a good safe operating condition.

5.2.1 Contractor shall provide all fuels, lubricants, maintenance and repairs.

6.0 Contractor's personnel shall be fully trained in commercial turf mowing and in the safe operation of Contractor's turf maintenance and transport equipment.

7.0 Turf maintenance service shall be performed at the following rates per area, per time for the term of the agreement.

7.1 Turf maintenance Ashland Water Treatment Facility.

Per Mowing and Trimming \$_____

7.2 Contractor shall submit to the facility Assistant Superintendent of Maintenance invoices itemizing the services invoiced.

8.0 The Contractor is an independent contractor for the purposes of the Agreement, and neither the contractor nor Contractor's employees or agents shall be considered for any purpose to be employees of the city.

9.0 Contractor shall provide general liability insurance in the amounts of \$1,000,000 combined single limit for property damage and personal injury.

9.1 Contractor shall name the City as "Additional Insured" as pertains to the performance of services for the term of the Agreement.

9.2 The insurance policy shall insure the City from any demands, claims, causes of action at law or in equity resulting from performance of this agreement.

9.3 The Contractor shall provide Worker's Compensation Insurance for any employees of the contractor who perform any work under this agreement.

9.4 Contractor shall provide the City with certification of such insurance subject to the approval by the City Attorney.

10.0 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age, or marital status.

10.1 Contractor shall comply with the provisions of chapter 11.08 of the Lincoln Municipal Code.

11.0 This Agreement may be canceled by either party hereto any time during the term of the agreement upon thirty (30) days written notice.

Dated this _____ day of _____ 2007.

ATTEST

City of Lincoln, Nebraska

City Clerk

Mayor

CONTRACTOR

Company Name

Street Address/ P.O. Box

City

State

Zip Code

By: Authorized Signature

Print Name

Title

INSTRUCTIONS TO BIDDERS

CITY OF LINCOLN, NEBRASKA

1. BIDDING PROCEDURE

- 1.1 Bidder shall submit one (1) complete set of the bid documents and all supporting material, unless otherwise stipulated. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Bids received after the time and date established for receiving bids will be rejected.
- 1.6 If bidding on a Construction Contract, the City of Lincoln's Standard Specifications for Municipal Construction 2006 shall apply.
 - 1.6.1 Bidders may obtain this document from the City's Design Engineering Division of Public Works & Utilities for a small fee.
 - 1.6.2 Said document can be reviewed at Design Engineering or the Purchasing Division.
 - 1.6.3 The Standard Conditions are available on the web site.
<http://www.lincoln.ne.gov/city/pworks/engine/dconst/standard/stdnspec/index.htm>

2. BIDDER'S SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated on the Proposal Form.
- 2.2 If alternates are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
 - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
 - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
 - 2.5.1 A contract has been executed and bonds have been furnished.
 - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
 - 2.5.3 All bids have been rejected.
- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:
 - 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
 - 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

3. BIDDER'S REPRESENTATION

- 3.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 3.2 Each bidder for services further represents that the bidder has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

4. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 4.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 4.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least five (5) calendar days prior to the date and time for receipt of bids.

- 4.3 Changes made to the specification documents will be made by written addenda to all known prospective bidders and posted on the City-County website at lincoln.ne.gov Keyword - Bid.
- 4.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

5. ADDENDA

- 5.1 Addenda are written instruments issued by the City prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 5.2 Copies of addenda will be made available for inspection at the office of the Purchasing Agent and on the City-County website.
- 5.3 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 5.4 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

6. INDEPENDENT PRICE DETERMINATION

- 6.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

7. ANTI-LOBBYING PROVISION

- 7.1 During the period between the bid advertisement date and the contract award, bidders, including their agents and representatives, shall not lobby or promote their bid with any member of the City Council or City Staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations, unless requested by the City.

8. BRAND NAMES

- 8.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 8.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 8.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.
- 8.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

9. DEMONSTRATIONS/SAMPLES

- 9.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 9.2 Such demonstration can be at the City delivery location or a surrounding community.
- 9.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate City personnel to the nearest location to view and inspect proposed item(s).
- 9.4 If items are small and malleable, the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

10. DELIVERY (Non-Construction)

- 10.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise.
- 10.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.

- 10.3 All bids shall be based upon **inside** delivery of the equipment/ merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.
- 10.4 At the time of delivery, a designated City of Lincoln employee will sign the invoice/packing slip. The signature will only indicate that the order has been received and the items actually delivered agree with the delivery invoice. This signature does not indicate all items met specifications, were received in good condition and/or that there is not possible hidden damage or shortages.

11. WARRANTIES, GUARANTEES AND MAINTENANCE

- 11.1 Copies of the following documents must accompany the bid proposal for all items being bid:
- 11.1.1 Manufacturer's warranties and/or guarantees.
- 11.1.2 Bidder's maintenance policies and associated costs.
- 11.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.

12. ACCEPTANCE OF MATERIAL

- 12.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 12.2 Material delivered under this proposal shall remain the property of the bidder until:
- 12.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
- 12.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 12.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 12.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 12.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

13. BID EVALUATION AND AWARD

- 13.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 13.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 13.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 13.4 The bid will be awarded to the lowest responsible, responsive bidder whose proposal will be most advantageous to the City, and as the City deems will best serve its requirements.
- 13.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, with or without alternates, by groups, or "lump sum"; to waive minor irregularities in bids; such as shall best serve the requirements and interests of the City.
- 13.6 In order to determine if the Bidder has the experience, qualifications, resources and necessary attributes to provide the quality workmanship, materials and management required by the plans and specifications, the Bidder may be required to complete and submit additional information as deemed necessary by the City. Failure to provide the information requested to make this determination may be grounds for a declaration of non-responsive with respect to the Bidder.
- 13.7 The City reserves the right to reject irregular bids that contain unauthorized additions, conditions, alternate bids, or irregularities that make the Bid Proposal incomplete, indefinite or ambiguous.

14. INDEMNIFICATION

- 14.1 The bidder shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Bidder, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Bidder to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- 14.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 13.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

15. TERMS OF PAYMENT

- 15.1 Unless stated otherwise, the City will begin processing payment within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

16. LAWS

- 16.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.
- 16.2 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

17. AFFIRMATIVE ACTION

- 17.1 The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all bidders and encourages minority businesses and women's business enterprises to participate in our bidding process.

18. LIVING WAGE

- 18.1 The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per section 2.81 of the Lincoln Municipal Code. This wage is subject to change every July.

19. EXECUTION OF AGREEMENT

- 19.1 Depending on the type of service provided, one of the following three (3) methods will be employed. The method applicable to this contract will be checked below:
- X a. This Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid (or referenced bid number) attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Supplier's Bid. Items not awarded, if any, have been deleted.
- b. The contract shall consist of a **YEARLY AGREEMENT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
- c. Three (3) copies of the **CONTRACT**, unless otherwise noted.
1. City will furnish three (3) copies of the Contract to the successful Bidder who shall prepare attachments as required. Insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Agreement signed with the date of signature shall be attached.
2. The prepared documents shall be delivered to the City within 10 days (unless otherwise noted).
3. The City will sign the Contract Agreement, insert the date of signature at the beginning of the Contract Agreement, prepare an Executive Order to go the Mayor for signature.
4. Upon approval and signature from the Mayor, the City will return one copy to the Contractor.